

**DEPARTMENT OF THE NAVY (DON)**  
**CIVILIAN HUMAN RESOURCES MANUAL (CHRM)**  
**SUBCHAPTER 310.1**  
**MILITARY SPOUSE EMPLOYMENT PREFERENCE**  
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## **SUBCHAPTER 310.1**

### **MILITARY SPOUSE EMPLOYMENT PREFERENCE**

**References:** (a) DoD Instruction 1404.12, Employment of Spouses of Active Duty Military Members Stationed Worldwide, of 12 Jan 89 (NOTAL)  
(b) 10 U.S.C. 1784  
(c) DoD Priority Placement Program Operations Manual, Chapter 14 (NOTAL)

**Cancelled:** SECNAVINST 12310.7A of 13 Mar 90

**1. Purpose.** To revise policy and responsibility for Military Spouse Employment Preference (MSEP) programs within the Department of the Navy (DON) following the requirements of references (a) through (c).

#### **2. Policy**

a. The DON supports MSEP programs as an integral part of our total force management program.

b. Relocating MSEP eligibles will be afforded the employment preference provided in references (a) through (c).

c. Noncompetitive placements may be made and other alternative sources of candidates may be used in filling vacancies as outlined in references (a) and (c), without regard to the application of MSEP, at any time during the recruitment cycle.

#### **3. Responsibilities**

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) is responsible for issuance of policy for the Military Spouse Preference Employment.

b. The Deputy Assistant Secretary of the Navy (DASN) (Civilian Human Resources (CHR)) is responsible for management and administration of the program including developing and interpreting program policy and procedures.

c. The Chief of Naval Operations (CNO), the Commandant of the Marine Corps, the Assistant for Administration, Undersecretary of the Navy, and the heads of Echelon 2 commands under CNO are responsible for assuring that this policy is implemented within their organizations.

d. Activity Heads, Commanders, and their designees shall:

(1) Be responsible for ensuring compliance with MSEP requirements within their respective organizations. Heads of Navy activities and Marine Corps commands may approve exceptions to MSEP requirements following part 4.1.3 of reference (a). This authority may not be redelegated.

(2) Provide MSEP program information to managers and employees and ensure that MSEP eligibles transferring with their sponsors have access to vacancy announcement information.

(3) Directors of Human Resources Service Centers will establish procedures to verify MSEP eligibility and register MSEP eligibles transferring with their sponsors in the Department of Defense Priority Placement Program if otherwise eligible.

**4. Action.** Commands, activities, and individuals with responsibilities shall take necessary actions to implement the provisions outlined in this subchapter.